

## **CLASSIFICATION TITLE KINSHIP CARE LEADER - Part Time**

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan and implement social, recreational and grant funded programs for grandparent raising grandchildren and relative caregivers within Kinship Care Resource Center and throughout the County. Work also involves planning and implementing, social recreation activities, arts and crafts, educational programs, trips/excursions; under the direct supervision of the Kinship Care Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assist Kinship Care Program Coordinator with planning, directing and implementing programs for Grandparents raising Grandchildren and other relative caregivers.

Reviews TPAR information and brochure information; submit photos and brochure information for quarterly Kinship programs.

Assists with processing new client intakes; performs case management, information and referrals, etc. when needed.

Facilitates support group meetings for teens; teaches classes, workshops, and educational series.

Plan and implement recognition and appreciation activities for volunteers.

Oversees the After School Program; assist with pre-screening, registration, establishing routes and serves as back up driver when needed.

Assist Kinship Care Program Coordinator with a variety of administrative duties associated with coordinating Kinship programs to include: data entry, participation records, status of projects and summaries of services, etc.

Attends meetings and coordinates activities with supervisor and other staff.

Facilitate Camp Kinship; schedules field trips, swim events and daily summer camp schedule; oversees daily meal times and snacks.

Takes Kinship participants on trips and tours, which range from day outings to overnight trips and travel and documents field trips on the field trip narrative sheet.

Maintains inventory of materials, equipment and supplies; identifies needed maintenance and repair on vehicle, equipment, etc.; orders supplies as needed; reviews and processes invoices; and monitors budget and expenditures.

## **Clayton County, Georgia ~ Kinship Care Leader**

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Operates a passenger van used for trip transportation.

Obtains appropriate medical and/or emergency care in the event that a participant becomes ill or is injured; file appropriate accident/incident reports in a timely manner.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in social work, sociology, or closely related field preferred; High school diploma or GED; supplemented by one (1) year of experience working with relative caregivers, teens, or youth and implementing recreational and/or social programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*